

20 NOV 1974

MEMORANDUM FOR: Director of Joint Computer Support
THROUGH : Deputy Director for Administration
SUBJECT : Biweekly Payroll System Programming Requirements

1. Attached is a listing of outstanding requirements for completion, modification and refinement of the biweekly payroll system. The attached listing of tasks excludes the major system revision required to accommodate the Fair Labor Standards Act (FLSA). The FLSA requirements will be outlined separately and it should be recognized that both FLSA revisions and the need to modify, refine and complete the automated payroll system constitute a large task and timely completion will seemingly require an increase in the current level of OJCS and OF support. I believe these tasks are sufficiently important to warrant a close management appraisal to assure sufficient qualified personnel can be allocated to this effort.

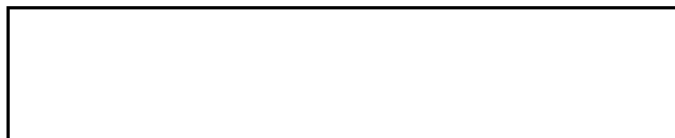
2. The payroll requirements are in three major categories:

- a. system revisions to accommodate changes dictated by legislation or administrative fiat; e.g., city tax withholding.
- b. system refinements; e.g., conversion from COM reel to microfiche reports.
- c. deferred portions of system not completed in the eighteen months since the partially completed pay system was implemented; e.g., remarks on Earnings and Leave Statements to highlight principal reasons for changes.

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The attached listing outlines these tasks without an order of precedence. The priority for task completion is necessarily related to scope of programming and system design efforts and the time and cost involved in relation to other tasks. For that reason, following OJCS approximation of costs of program design, programming and testing and time required for these efforts, we will provide an explicit priority listing and identify the appropriate tasks to be initially undertaken.

3. The scope of the attached requirements outstrips the Office of Finance's capability to complete final user specifications on all the tasks to be done and will likely require a joint OJCS/OF system analysis effort. I believe the first obstacle is to "size" the system design problems we face and I am prepared to allocate sufficient Finance personnel to work on this problem.



for THOMAS B. VALE
Director of Finance

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Attachment

BIWEEKLY PAYROLL REQUIREMENTS

A. SYSTEM REVISIONS TO ACCOMMODATE CHANGES DICTATED BY LEGISLATION OR ADMINISTRATIVE FIAT

- Revision of Year End W-2 and Federal and State Tax Reporting Procedures
- New Firefighters Retirement Code
- City Tax Withholding
- State Taxable Gross for each State

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B. SYSTEM REFINEMENTS

- Production of Microfiche Reports
- Time and Attendance Reporting
- Composite Check or Bank Mailing Changes
- Refund of Overpayment Clarification
- Revised Personnel Ceilings and SOC

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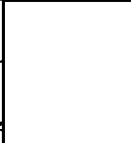
- Part-Time Employees Leave Accruals
- Paid Average Employment
- Overseas Reemployed Annuitant
- Data Entry Refinement
- Cable Time and Attendance (Pilot project for selected Communications' installations)

C. DEFERRED PORTIONS OF SYSTEM

- Multiple Saving Bonds
- Remarks on Earnings and Leave Statement

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- Retirement 2806 and 3114 Reports
- CEMLOC Interface
- PERSIGN Interface
- Ad hoc Report Capability
- Adjunct Payrolls (CIARDS, etc.)
- Social Security Number Control

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TO	NAME AND ADDRESS	DATE	INITIALS
1		11/27	
2		11/27	
3	Mr. Blake		
4			
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ACTION		DIRECT REPLY	PREPARE REPLY
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ROUTING AND RECORD SHEET

DDA Registry
File Accounting 9

SUBJECT: (Optional)

Biweekly Payroll System Programming Requirements

FROM:

Director of Finance
[] Key Building

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NO.

DATE

26 NOV 1974 25X1

TO: (Officer designation, room number, and building)

DATE

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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Administration
[]

11/27 11/27

1-3
[] - GIVE
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2.

3. Director of Joint Computer Support
[]

4.

5.

ADD/A:JNMcMahon (27 Nov 74)

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Orig RS - Adse w/O of Att (DDA 74-4673)

~~1~~ - DD/A Subject w/cy of Att

DD/A 74-4673: Memo dtd 26 Nov 74 to D/JCS
thru DD/A fr D/Fin, subj: Biweekly
Payroll System Programming Requirements

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